

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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May 20, 2003

FROM: **AURELIO W. DE LA TORRE**, Director
Purchasing Department

SUBJECT: **APPROVE AGREEMENT FOR PAPER SHREDDING, DESTRUCTION, AND
RECYCLING SERVICES**

RECOMMENDATION: Approve agreement with Paper Recycling & Shredding Specialists, Inc. to provide services countywide for paper shredding, destruction, and recycling as required by departments.

Agreement No.

Paper Recycling & Shredding Specialists, Inc.

BACKGROUND INFORMATION: On January 14, 2003, the Board of Supervisors authorized the issuance of a Request for Proposal (RFP) for paper shredding, destruction, and recycling services. On January 15, 2003, Purchasing posted RFP PUR02-10 on the county website and mailed notifications to four vendors of record that provide these services. Five vendors attended the mandatory pre-proposal conference and four vendors submitted proposals.

A committee consisting of representatives from Arrowhead Regional Medical Center, Auditor/Controller-Recorder, District Attorney, Facilities Management, Human Services System, Purchasing, and Solid Waste Management Division evaluated the proposals. The criteria that the proposals were evaluated on included a comprehensive review, evaluation of qualifications, ability to service all areas of the county, and price. Vendors were required to provide samples of shredded documents.

The evaluation process included ranking of the proposals, vendor site visits, and equipment performance observations of the top two vendors. The committee recommends Paper Recycling & Shredding Specialists, Inc. to be the most qualified vendor to provide paper shredding, destruction, and recycling services. Security consoles, fiber barrels, and large and small recycling containers will be provided at no additional cost to the county.

The term of the agreement is for a period of three years, commencing on June 1, 2003 and ending on May 31, 2006. The agreement includes a provision to terminate for non-performance with 15 days notice, or for any reason with 60 days notice.

This action complies with County Policy 11-05, which requires departments to seek Board approval for all contracts for services in excess of \$25,000.

Record of Action of the Board of Supervisors

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BOARD OF SUPERVISORS

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REVIEW BY OTHERS: This item has been approved as to legal form by County Counsel (Deputy Michelle Blakemore) on May 2, 2003 and reviewed by the County Administrative Office (Lynn Chacon, Administrative Analyst) on May 9, 2003.

FINANCIAL IMPACT: The aggregate cost for these services is not expected to exceed \$150,000 annually. Adequate appropriations are included in user departments 2002/03 and 2003/04 budgets and will be budgeted in subsequent fiscal years for performance under this agreement.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on overall cost-savings to the county. This action will also consolidate shredding and recycling services into one agreement and prevent soliciting of quotes from various vendors.

SUPERVISORIAL DISTRICT (S): All.

PRESENTER: Aurelio W. De La Torre, Director, 387-2074

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